Southeastern Regional Transit Authority Advisory Board Meeting

Date: Thursday, May 25th, 2017

Location: New Bedford City Hall (Ashley Room)

 133 William Street

 New Bedford, MA 02740

(1) Call to Order

**The meeting was called to order at 5:01PM EST by the Advisory Board Chair.**

(2) Roll Call

Present:

|  |  |
| --- | --- |
| City of New Bedford | City of Fall River |

Absent:

|  |  |
| --- | --- |
| Town of Acushnet | Town of Somerset |
| Town of Dartmouth | Town of Swansea |
| Town of Fairhaven | Town of Westport |
| Town of Freetown | ADA Representative |
| Town of Mattapoisett | Riders Representative |

Additional Attendees:

|  |  |
| --- | --- |
| Kristen Sniezek, SRTA | Arthur Frank, Legal Counsel |
| John LeBert, SRTA |  |

Notable Absences:

|  |  |
| --- | --- |
| Erik Rousseau, SRTA |  |

(3) Approval of Minutes

The motion to approve the previous April Advisory Board Meeting (04/27/2017) has been postponed.

(4) Citizen’s Participation

No Citizen’s Participation

(5) Operator’s Report

Ms. Karen Walton (General Manager) touched on a number of personnel matters such as the recruitment and subsequent interviewing for a Human Resource Manager at the Operations level—of which has yielded 30 candidates both locally and nationally; the retirement of the Director of Maintenance after 39+ years of service—whom will be interim replaced by the Fall River Maintenance Manager; as well as the hiring and training of three (3) Operators/Drivers and two (2) Customer Service Agents. In all, staffing levels are at full strength.

Ms. Walton made note of the continuing education of current SCTM staff as Finance personnel have recently attended a level of advanced procurement training.

SCTM staff continues to train and work with SRTA on the recent and ongoing implementation of new Intelligent Transportation Systems (ITS) such as Fuel Management, Maintenance Management, and Transit Technologies.

Lastly, Ms. Walton indicated the continued strong relationship / communication between Management and Union Employees emphasizing that there have been no grievances filed since the new Management.

(6) Civil Rights Update

Title VI: The new Title VI Plan was submitted and has been approved. The new Plan is effective through 05/31/2022. To date there have been no Title VI complaints under the new Plan.

EEO: The new EEO Plan for South Coast Transit Management was submitted on August 19th, 2016 and is awaiting approval. To date there have been no EEO complaints.

DBE: The SRTA DBE goals for Fiscal Year 2016 through Fiscal Year 2018 were submitted and have been approved. SRTA achieved their DBE goal for Federal Fiscal Year 2016. SRTA’s DBE goal for Federal Fiscal Year 2017 will be 2.2% participation. The first reporting period of this year (June 1st, 2017) SRTA achieved 1.51% participation.

Environmental Justice: This is a requirement that SRTA has to engage the Public whenever there is a major project or route change. SRTA is constantly working to increase Public participation. If any Public input is needed, it will be reported to the Board as part of this report.

The City of New Bedford questioned whom the aforementioned reports are submitted to, in which the Authority stated the Federal Transit Administration (FTA).

(7) Old Business

*Update on Security:*

SRTA continues to work with both the New Bedford and Fall River police departments on the security matters at both the New Bedford and Fall River Terminals, respectively. SRTA will continue to update the Board, accordingly. At this time, there have been no major developments or changes.

*Update on ADA Certification:*

SRTA continues to work with the Federal Transit Administration (FTA) and while there are no updates at this point, the Authority will continue to update the Board indefinitely.

(8) New Business

Ms. Kristen Sniezek (Deputy Administrator / CFO) presented the SRTA FY2018 Draft Budget highlights, noting the moderate increase in net cost of service increase from the approved FY2017 Budget.

Additional highlights included the ongoing and recurring costs associated with the previously mentioned ITS project(s); the new management structure whereas the prior Director of Maintenance position will now be filled by the Management company (Assistance General Manager of Maintenance—First Transit); and the contractually obligated Union employee labor changes were the amongst the largest contributing factors to the increase in the Operating expense.

Also noteworthy were the reductions in the Fuel (due to prior budget’s overcompensating) as well as the reduction in the SRTA Administrative Salaries and Wages (due to retirement and non-renewal of a contractual employee).

The City of New Bedford questioned the reduction in Federal Grant Funding and increase in Local Assessment Funding in which Ms. Sniezek indicated the Federal Grant Funding is not definitive at this point and the Local Assessment Funding is programmed at a 2.5% increase per year plus any additional assessed service (i.e. Clover Leaf in Fall River).

**The motion was made (Fall River) and seconded (New Bedford) to approve the Fiscal Year 2018 Budget of $18,450,419.00. So Voted.**

(9) Logistics for the Next Advisory Board Meeting

The next SRTA Advisory Board meeting is tentatively scheduled for June 22nd at 5:00PM in Fall River; with the objective to reserve the first floor cafeteria of Government Center.

Mr. Arthur Frank (Legal Counsel) proposed the notion of the SRTA Advisory Board forwarding correspondences stressing the importance of attendance at SRTA Advisory Board Meetings to the Chair’s of SRTA Communities, respectively. In order to aid in attendance, Mr. Frank offered the thought to also include a sample proxy letter with said correspondence. The SRTA Advisory Board Chair asks that a draft correspondence and proxy letter be provided to the Board.

The City of New Bedford asks that the Riders Representative replacement matter be presented at the next Advisory Board Meeting.

(10) Adjournment

**A motion was made (Fall River) and seconded (New Bedford) to adjourn the meeting at 5:23PM. So Voted.**